

**CITY OF MORGAN HILL
COMMUNITY AND CULTURAL CENTER
RENTAL AND SERVICE FEES
Effective 1/1/06**

General Fees that apply to all reservations (current fee in parenthesis):

1. A non-refundable Reservation Processing Fee of \$25 applies to all reservations.
2. A Rental Deposit equal to 50% of total rental fee is due when reservation is made.
3. A refundable Security/Damage Deposit (is not applied to the room rental fees but is fully refundable pending no damages, loss or overtime charges) is required for:

Hiram Morgan Hill, El Toro Rooms	<u>\$500</u>
& Amphitheater	<u>\$500</u>
Playhouse	\$500 (Full Facility)
	<u>\$300 (Partial Facility)</u> or
	\$100 (Meetings)
Children's Pavilion & Meeting Rooms	\$100
4. An insurance carrying fee of \$25 applies if the City does the paperwork to process a Driver's Insurance policy.

Room Rental Rates:

Current room rental rates are listed in the tables on the second side.

All prime-time rental rates (except for the Playhouse) include basic set-up, tear-down, janitorial service, A/V set-up, one event attendant at Community Center, and use of the kitchen (on a non-exclusive basis except for non-profit organizations renting the Hiram Morgan Hill Room). Meetings in the Madrone & Machado Rooms include coffee/tea. Non-prime-time rentals may or may not include an event attendant as determined by the event coordinator.

Playhouse rental rates include one event attendant, stage lighting, amplified sound and a microphone if needed.

Prime time rental rates at the Community Center apply Friday after 5:00 p.m. & all day Saturday, Sunday and City Approved Holidays. Prime time rental rates at the Playhouse apply Monday through Friday after 5:00 p.m. and all day Saturday, Sunday and City approved Holidays.

Special Services:

Special services are available or may be required based on the size, nature and time of an event. Large events or those with unusual needs may require additional or specialized staff to make their event a success. These services include:

Security Guard (events with alcohol and/or dancing)	\$25/hr (4 hr. minimum)
A/V specialist in attendance at event	\$30/hr (2 hr. minimum)
Kitchen Coordinator	\$30/hr (2 hr. minimum)
Event attendant in addition to one supplied:	\$20/hr (2 hr. minimum)
IT Specialist for meetings	varies depending on service
Special janitorial services (will be an extra charge if on a City holiday)	varies depending on service
Coffee/tea in the Hiram MH or El Toro Room	<u>\$1.00 per person</u>
LCD Projectors	<u>\$100 per day</u>
Lattice Display Stand	\$25 per day/per stand

Special rental rates may also be negotiated for special circumstances such as large events that occupy the entire community center facility or occupy large rooms over several consecutive days. The standard rate for non-profit organization use of the entire center (not including the Playhouse) is \$2700 per day. Rates will be negotiated based on the type of event, number of people in attendance and the overall value of rentable space and may be adjusted for additional event attendants, equipment and special janitorial services.

CCC Rates: Standard Rate for All Users: Non-Profit Groups 15% discount and Residents 5% discount.

Room Use: Community Center	Prime Time Rental (Friday 5pm – 12 am Saturday & Sunday 8am-12am)	Non-Prime Time Rentals (M -TH between 8am and 11pm)
Rooms:	4 hr. min rental	No min. rental
Hiram Morgan Hill Room	<u>\$160/hr</u>	<u>\$110/hr</u>
El Toro Room	<u>\$135/hr</u>	<u>\$85/hr</u>
Amphitheater	<u>\$110/hr</u>	<u>\$95/hr</u>
Meeting Rooms	<u>\$75/hr</u> (2 hr. min)	<u>\$65/hr</u>
Rose Garden with HMHR or ETR	<u>\$100 /day</u>	<u>\$50/day</u>
Rose Garden alone	<u>\$100/hr</u>	<u>\$50/hr</u>

* LCD Projector rental rate is \$100 per day.

* Lattice rental rate is \$25 per piece/per day

Playhouse: Standard Rate for All Users: Non-Profit Groups 15% discount and Residents 5% discount.

Room Use: Playhouse	Prime Time Rental (M-F after 5pm Saturday & Sunday 8am-12am)	Non-Prime Time Rentals (M-F between 8am and 5pm)
	4 hour minimum rental	No min. rental
Full Facility Rate (full stage)	<u>\$160/hr</u>	<u>\$110/hr</u>
Partial Facility Rate (partial stage)	<u>\$135/hr</u>	<u>\$85/hr</u>
Meeting Rate	<u>\$75/hr</u>	<u>\$65/hr</u>

*LCD Projector rental rate is \$100 per event